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MEMORANDUM FOR: Deputy Director (Administration)

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SUBJECT : Proposed Notice [REDACTED] "Use of Passenger Vehicle Service"

1. The records on the Headquarters Motor Pool indicate that chauffeur-driven sedan service is being utilized extensively between points which are on or in the vicinity of the regularly scheduled Agency shuttle bus routes. The extent of such usage establishes the probability that many of these trips are unauthorized inasmuch as passenger sedan service to points on or in the vicinity of regularly scheduled Agency shuttle bus routes is authorized to only a few high level Agency personnel. Use of vehicles in the manner indicated above by persons not authorized chauffeur-driven sedan service between such points has resulted in delay or cancellation of requests for authorized service to points not on or in the vicinity of the Agency shuttle bus routes.

2. In view of the situation outlined above, it is deemed necessary to stress and require strict compliance with paragraph 3.b.(2) of Notice [REDACTED] 22 December 1953, which enumerates those individuals authorized chauffeur-driven sedan service between points on or in the vicinity of regularly scheduled shuttle bus routes. It is therefore recommended that the attached proposed Agency Notice be approved and published. This proposed Notice places responsibility on responsible Agency personnel for insuring that individuals designated by them to contact the Headquarters Motor Pool do not request service in violation of the provisions of paragraph 3.b.(2) of Notice [REDACTED] 22 December 1953.

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[REDACTED]  
JAMES A. GARRISON  
Chief of Logistics

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Enclosure:  
Proposed Notice [REDACTED]

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